

**CITY OF HORSESHOE BAY
JOB DESCRIPTION**

Title: Police Officer
Department: Police

Salary Level: 54
FLSA: Non-Exempt

Functions:

In accordance with established policies, practices and procedures, enforces laws and ordinances; maintains order; prevents crime and makes arrests.

Organization:

Reports to Police Chief, Assistant Chief, and Shift Supervisor for policy direction and daily work priorities and any direction required in method or content of work. Must be certified by Texas Commission on Law Enforcement Education and Standards. Performance evaluation made by Shift Supervisor and approved by the Police Chief and City Manager.

Reports To: Police Chief/Assistant Chief/Shift Commander

Supervises: 0

Responsibilities and Duties:

- Patrols assigned areas on foot or by car; communicates with dispatcher by radio; makes arrests; directs traffic; prepares necessary reports and records; may be called at any time for emergency duties.
- Investigates any suspicious activity or cases assigned by supervisor in order to enforce laws and ordinances, and investigates traffic accidents.
- Registers and books prisoners, prepares record of arrest, and submits detailed reports of investigation.
- Testifies in court proceedings when required.
- Receives telephone calls and visitors with professional courtesy, attentiveness and concern.
- Provides support capabilities and performance in emergency situations in cooperation and coordination with all police, fire and EMS personnel involved in handling the emergency; either by traffic control, crowd control, protection of fire equipment, hoses, equipment, etc., and provides assistance to EMS personnel when necessary and appropriate; loading/unloading of victims, etc.
- Performs other duties as may be assigned.

Physical Requirements:

- Ability to lift, push and/or pull up to 100 lbs.
- Ability to bend, stretch, twist, or reach out with the body, arms, and/or legs.
- Ability to sit and stand for long periods of time.
- Applicant must pass a post-offer, pre-employment physical examination and drug screening.
- Applicant may be required to have an x-ray of the back as part of the pre-employment physical examination.

Position Personnel Qualification:

- Possess a basic Certification by the Texas Commission on Law Enforcement Standards and Education.
- Must have the ability to deal effectively and courteously with others.
- Must have the ability to follow orders and enforce laws with firmness, tact and impartiality.
- Must be able to develop the skills to be proficient in the use of radio, firearms, computers and all defensive equipment.
- Must have the ability to interact in all aspects of public safety.
- Must possess a strong desire to work with the community and the general public to provide highly visible public safety services.
- Must possess a valid Texas Class C Driver's License
- Must have an acceptable driving record